



**PERMANENT ALCOHOL LICENSE
EXPANSION APPLICATION FEE: \$149.00**

Legal Business Name			
Business Trade Name		Phone No. () -	
Street Address	City	State	Zip
Email Address	City	State	Zip
Contact (First and Last Name)		Title	
Brief description of proposed expansion			

1. Hours of operation _____
2. Distance from closest residential district _____
3. Have neighbors been notified of proposed expansion? ☐ Yes ☐ No
4. Will you be using items such as loud speakers, call systems, live music, etc.? ☐ Yes ☐ No
If yes, please describe.
5. Attach a security plan that explains how alcohol will be served (table, bar, etc.), and how alcohol consumption will be monitored. Provide specific details on how you intend to control consumption outside of the licensed premise and how you will prevent underage alcohol consumption.
6. Attach a site plan showing the location of the proposed expansion in relation to the existing premise. Include:
 - A. Location and materials to be used for the six (6) foot-high security fence enclosing the expansion
 - B. Identify the "reasonable" separation barrier between any exterior smoking area and the smoke-free interior.
 - C. Location of entry and exit points
 - D. Site plan must be drawn to scale (example: 1 inch = 10 feet). Show dimensions of:
 - ☐ Distance from structures on the premises and adjoining parcels
 - ☐ Set-back of fence from property lines, streets, sidewalks, etc.
 - ☐ Placement of any cooking equipment
 - ☐ Show emergency exits
 - ☐ Show exit from bar to fenced outdoor area

Signature Required on Reverse

Submit form with attachments and payment to:

Paperwork: licensing@eauclairewi.gov
Payment: www.eauclairewi.gov/treasury
Mail: City of Eau Claire, PO Box 909, EC, WI 54702
Drop box: 203 S. Farwell St., EC WI 54701
Phone: 715-839-4923

Fee: \$149.00 Tran Code: 1109
Office use only

11/20 5.28.100 cc City Atty: _____ LRC: _____

APPLICANT'S STATEMENT

I hereby certify that the answers on this application are true and correct to the best of my knowledge. I agree, in the consideration of the granting of this license expansion, to comply with the laws of the State of Wisconsin, and to the provisions of the Municipal Code of Ordinances of the City of Eau Claire.

Signature _____

Date ____/____/____

FOR OFFICE USE ONLY:

1. Does applicant have any outstanding bills _____No _____Yes
2. Check Zoning for any issues with expansion _____No _____Yes
3. Building permit number, if any _____

GUIDELINES FOR EXPANDING ALCOHOL SALES INTO OUTDOOR AREAS

- 1. Submit application for premise expansion to City of Eau Claire.** Application deadline is 15 days prior to Council meeting date (see schedule on reverse side).

Application must include:

- ☐ Security plan that explains how alcohol will be served (table, bar, etc.), and how alcohol consumption will be monitored. Provide specific details on how you intend to control consumption outside of the licensed premise and how you will prevent underage alcohol consumption.
- ☐ Site plan of existing premise, plus the proposed expansion, indicating:
 - A. Location and materials to be used for the six (6) foot-high security fence enclosing the expansion.
 - B. Identify the “reasonable” separation barrier between any exterior smoking area and the smoke-free interior.
 - C. Location of entry and exit points.
 - D. Site plan must be drawn to scale (example: 1 inch = 10 feet). Show dimensions of:
 - ☐ Distance from structures on the premises and adjoining parcels
 - ☐ Set-back of fence from property lines, streets, sidewalks, etc.
 - ☐ Placement of any cooking equipment
 - ☐ Show emergency exits
 - ☐ Show exit from bar to fenced outdoor area
- ☐ Payment of application fee per the Schedule of Fees and Licenses
- ☐ **Submit building permit application to Community Development office at the Building Inspections Desk at City Hall – if needed.**
 - ☐ Permit application must include a diagram of the project indicating
 - ☐ Dimensions and property lines.
 - ☐ Exits from building and expansion area.
 - ☐ Windows and air vents on building.
 - ☐ Call out materials to be utilized on project.
 - ☐ Also note location and number of restroom facilities if you want total occupancy to increase by this application.
 - ☐ Fee per the Schedule of Fees and Licenses.

2. Attend License Review Committee Meeting.

License Review is a group of city staff who will discuss your application, answer questions you may have, and make a recommendation to City Council regarding whether or not to grant the expansion. Meetings are normally held at 10:00 a.m. on the Tuesday one week prior to the City Council Meeting. See reverse side for schedule.

3. Attend City Council meeting.

- ☐ City Council will consider your application at one of its legislative session. These are held at 4:00 p.m. on the 2nd and 4th Tuesdays of every month. See reverse side for schedule.
- ☐ City council may ask you questions. You should attend and be prepared for questions related to your request.
- ☐ City council will vote on whether to grant the expansion.

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2021

APPLICATION DEADLINES

License may be issued the day following Council Meeting if all other requirements have been met

Council Meeting	Application Deadline By NOON	License Review Date 10:00 am
January 12, 2021	December 28, 2020	January 5, 2021
January 26, 2021	January 11, 2021	January 19, 2021
February 9, 2021	January 25, 2021	February 2, 2021
February 23, 2021	February 8, 2021	February 16, 2021
March 9, 2021	February 22, 2021	March 2, 2021
March 23, 2021	March 8, 2021	March 16, 2021
April 13, 2021	March 29, 2021	April 6, 2021
April 27, 2021	April 12, 2021	April 20, 2021
May 11, 2021	April 26, 2021	May 4, 2021
May 25, 2021	May 10, 2021	May 18, 2021
June 8, 2021	May 24, 2021	June 1, 2021
June 22, 2021	June 7, 2021	June 15, 2021
July 13, 2021	June 28, 2021	July 6, 2021
July 27, 2021	July 12, 2021	July 20, 2021
August 10, 2021	July 26, 2021	August 3, 2021
August 24, 2021	August 9, 2021	August 17, 2021
September 14, 2021	August 30, 2021	September 7, 2021
September 28, 2021	September 13, 2021	September 21, 2021
October 12, 2021	September 27, 2021	October 5, 2021
October 26, 2021	October 11, 2021	October 19, 2021
November 9, 2021	October 25, 2021	November 2, 2021
November 23, 2021	November 8, 2021	November 16, 2021
December 14, 2021	November 29, 2021	December 7, 2021
December 28, 2021	December 13, 2021	December 21, 2021